

**Department of Finance and Administration**  
**Department Head and Board Member - Travel Reimbursement Rate Schedule**  
*Lodging and Meals Revised October 1, 2010*  
*Mileage Revised August 1, 2011*

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**General Reimbursement Rates**

Standard Mileage Rate effective August 1, 2011	\$	0.47/mile
Maximum Parking Fee Without Receipt		8.00/day
Fees for Handling Equipment/Promotional Materials		20.00/hotel

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**Out-of-State Reimbursement Rates**

Employees should utilize the U.S. General Services Administration CONUS (Continental United States) rates provided by the federal government. To view the CONUS rates, access the Department of Finance and Administration web page @ <http://www.tn.gov/finance/> Click on Division of Accounts; then scroll to Policy Development where there is a direct link to the GSA CONUS rates. There is also a link on the Finance and Administration Intranet Travel Page Site at:  
[http://www.intranet.state.tn.us/finance/News\\_Event/index/html](http://www.intranet.state.tn.us/finance/News_Event/index/html).

Use the CONUS standard rates for all locations within the continental United States not specifically shown on the CONUS web page as a listed point. Both in-state and out-of-state meals and incidentals are reimbursed at 75% for day of departure and/or day of return.

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**Department Head and Board Member - In-State Travel Reimbursement Rates**

In-state lodging and meal rates follow the CONUS rates for Tennessee. The standard in-state lodging rate of \$87.00 and \$46.00 for meals and incidentals should be used for all in-state locations not listed below.

Counties	Maximum Lodging	Maximum Meals & Incidentals	75% of Meals & Incidentals
Davidson (Nashville)	120	66	49.50
Shelby (Memphis)	106	61	45.75
Williamson (Brentwood/Franklin)	104	56	42.00
Hamilton (Chattanooga)	98	56	42.00
Knox (Knoxville)	94	56	42.00
Anderson (Oak Ridge)	100	46	34.50

*In accordance with the provisions of TCA 4-3-1-8 (3) and the Comprehensive Travel Regulations, the above travel rates supersede and rescind all previous promulgated travel rates. These rates are effective upon approval and shall remain in effect until subsequently modified or withdrawn.*

*Signature is on file with the Division of Accounts, Department of Finance & Administration.*

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Mark A. Emkes, Commissioner  
Department of Finance and Administration

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Date